

## Appendix A

### Application Checklist

Each final applicant must submit:

#### Contents of the Plan

- ☐ Checklist (this page, Appendix A, Checklist).
- ☐ Signature Page (see Appendix B, Signature Page).
- ☐ Table of Contents.

#### Contact Information

- ☐ See Appendix C, Contact Information.

#### Local Boundaries, Street Ranges and Maps

- ☐ If applicable, boundary change request and supporting documentation.
- ☐ Legal boundary description (see Appendix D, Legal Boundary Description).
- ☐ Street and address range listing (see Appendix E, Sample Street Range Listing).
- ☐ Zone street map (sent under separate cover).
- ☐ Zone boundary map.

#### Marketing Strategy and Plan

- ☐ Overall marketing strategy.
- ☐ Tables 1, 2, 3, and 4: **Adopted** annual marketing plan.
- ☐ Table 5: Existing Business and Real Estate Marketing Organizations.
- ☐ Tables 6 and 7: Companies Retained, Expanded or Attracted and Companies Closed, Relocated and Downsized.
- ☐ Table 8: Economic Market Strategies Analysis.
- ☐ Marketing strategy and plan commitments.

#### Available Property and Business

- ☐ Table 9: Baseline Development and Business Data.
- ☐ Appendix F: Listing of Zone Businesses.
- ☐ Listing of vacant buildings and sites.
- ☐ Map of data in Table 9 illustrating characteristics of buildings, sites, and land.

#### Financing Programs

- ☐ Table 10: Business and Real Estate Financing Plan.
- ☐ Table 11: Track Record of Business and Real Estate Financing Plan.
- ☐ Financing commitments.

#### Job Development Targeting and Vouchering Plan

- ☐ Table 12: Local Studies and Analysis of Labor Market.

- ☐ Table 13: Agencies Providing Job and Employment Services to Proposed Enterprise Zone.
- ☐ Table 14: Annual Placement Track Record for Participating Agencies.
- ☐ Table 15: 2003 Enterprise Zone-Eligible Employees Within the Sphere of Influence.
- ☐ Job development and vouchering commitments.

**Planning and Local Incentives**

- ☐ Table 16: Planning and Local Incentives.
- ☐ Planning and local incentive commitments.

**Unemployment and Income Levels**

- ☐ Table 17: Unemployment and Area Income Levels.
- ☐ Map illustrating poverty rate and unemployment rate.

**Enterprise Zone Program Management**

- ☐ Overall adopted line-item zone budget.
- ☐ Resolutions and other documents memorializing budget commitments reflected in line-item budget.
- ☐ Vouchering agent agreements, MOUs, and/or contracts.
- ☐ Enterprise zone manager duty statement.
- ☐ Organizational chart.
- ☐ If applicable, copy of agreement or MOU between any contractor and the zone.

**Infrastructure and Capital Improvement Plan**

- ☐ Infrastructure analysis.
- ☐ Approved capital improvement plan.
- ☐ Infrastructure map.

## **Appendix B**

### **Signature Page**

## **California Enterprise Tax Incentives Program**

### **2006 Application**

Application Deadline: August 1, 2006

Application Submitted By:

\_\_\_\_\_  
Name of Enterprise Zone

\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Affiliation of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

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#### **California Enterprise Tax Incentives Program**

Department of Housing and Community Development

1800 Third Street, Third Floor

Sacramento, CA 95814

Telephone: (916) 322-1112

[www.hcd.ca.gov/fa/cdbg/ez](http://www.hcd.ca.gov/fa/cdbg/ez)

## Appendix C

### Contact Information

#### Applicant Information

List the name of the jurisdiction(s) applying for final designation.

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#### Primary Contact

List the name and contact information of the person HCD will notify of final application results.

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(name and title)

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(name of local jurisdiction including specific office or department)

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(mailing address)

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(city/state/zip)

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(telephone)	(email)	(fax)
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#### Secondary Contact

List the name and contact information of the person most familiar with the application (if different from above).

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(name and title)

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(name of local jurisdiction including specific office or department)

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(mailing address)

---

(city/state/zip)

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(telephone)	(email)	(fax)
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### Enterprise Zone Manager

List the name and contact information of the person designated as the enterprise zone manager. **For multi-jurisdictional zones, provide information on the zone manager of each participating jurisdiction using copies of this form.**

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(name and title)

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(name of local jurisdiction including specific office or department)

---

(mailing address)

---

(city/state/zip)

---

(telephone)

(email)

(fax)

### Vouchering Agent

List the name and contact information of the person designated as the vouchersing agent. **For multi-jurisdictional zones, if more than one vouchersing agent will be used, provide information on the vouchersing agent for each participating jurisdiction using copies of this form.**

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(name and title)

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(name of local jurisdiction including specific office or department)

---

(mailing address)

---

(city/state/zip)

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(telephone)

(email)

(fax)

### Legislators

List the names of the State Assembly member(s) and Senate member(s) whose district(s) encompasses all or part of the proposed enterprise zone. There is no need to provide mailing information.

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Assembly Member(s)/District(s)

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Senate Members (s)/District(s)

**Congressional Representatives**

List the names of the U.S. House of Representatives whose district(s) encompasses all or part of the proposed enterprise zone. There is no need to provide mailing information.

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U.S. Representative Member(s)/District(s)

## Appendix D

### Legal Boundary Description

Complete the following boundary description table for the proposed zone (commercial area, industrial area and other parts of the eligible area needed to connect the two). Use additional copies of this form, if necessary.

Starting At	To the (direction)	Boundary (street/market)	Ending At	Boundary Includes (street side)

## Appendix E

### Sample Street Range Listing

Each final applicant should use the format below to assemble the list of street names and address ranges in the zone. The list should be in alphabetical order by street name. The effective date should be left blank; once final designation is granted, the designation date will be inserted. The last column should also be left blank; it will be used to indicate dates of street additions to and future expansions of the zone.

\*For multi-jurisdictional applicants, indicate the jurisdiction where each street range is located.

#### **XYZ Enterprise Zone**

##### **Street Ranges**

<b>Street Name (City*)</b>	<b>Direction</b>	<b>From</b>	<b>To</b>	<b>Side</b>	<b>Effective Date</b>	<b>Expansion Date</b>
Brown Avenue (Crestmore)	South	12201	12999	Odd		
Brown Avenue (Riverside)	South	12200	12999	Even		
Bryant Street (Rialto)	West	100	199	Both		
C Street (Colton)	East	300	699	Both		
C Street (Colton)	West	200	299	Both		
C Street (Colton)	South	200	319	Both		
C Street (Colton)	West	320	399	Both		
Cedar Street (Colton)	South	750	899	Both		
Cement Plant Rd (Colton)		600	659	Both		



## Appendix F

### Listing of Zone Businesses

Produce this chart in an **Excel** spreadsheet for easy sorting; information provided on this chart will be provided to consultants who assist zone businesses in accessing zone tax incentives. Businesses listed should be those that are eligible for tax credits (not public sector or private, nonprofit organizations).

Business Name	SIC Code (2 digits)	Number of Employees (full time)	Number of Employees (part time)	Street Address	City	State	Zip Code
The Pants Store	10	2	5	501 Levi's Way	Newville	CA	99999

## **Appendix G**

### **Required Tables**

**Table 1**

**Annual Commercial Retention/Expansion Marketing Strategy**

Strategy/Activities/Products	Responsible Organization	Targeted Cluster(s) and # of Existing Firms	Goal: # Firms to be Retained or Expanded	Goal: # Jobs to be Retained/ Created
	Funding \$ Source			
	# of Staff			

**Table 2**

**Annual Commercial Attraction Marketing Strategy**

Strategy/Activities/Products	Responsible Organization	Targeted Cluster(s) and # of Firms	Goal: # Firms to be Attracted	Goal: # Jobs to be Retained/ Created
	Funding \$ Source			
	# of Staff			

**Table 3**

**Annual Industrial Retention/Expansion Marketing Strategy**

Strategy/Activities/Products	Responsible Organization	Targeted Cluster & # of Firms Existing	Goal: # Firms to be Retained/ Expanded	Goal: # Jobs to be Retained/ Created
	Funding \$ Source			
	# of Staff			

**Table 4**

**Annual Industrial Attraction Marketing Strategy**

Strategy/Activities/Products	Responsible Organization	Targeted Cluster(s) & # of Firms	Goal: # Firms to be Attracted	Goal: # Jobs to be Retained/ Created
	Funding \$ Source			
	# Staff			

### Table 5

## Existing Business and Real Estate Marketing Organizations

[illegible]

### Table 6

### Companies Retained, Expanded or Attracted Since January 1, 2000

[illegible]



### Table 7

### Companies Closed, Relocated, Downsized Since January 1, 2000

[illegible]

**Table 8**

**Economic Market Strategies and Analysis**

Title of Study/ Date	Author/ Consulting Firm	# of Pages	Responsible Contracting Agency	Key Follow-up Activities Completed	Contributions to Targeting Enterprise Zone Marketing

**Table 9****Baseline Development and Business Data**

(1) Total square footage of vacant buildings on land zoned industrial that meet all local and State building, fire, and seismic codes, as well as other codes necessary to operate the facility.	
(2) Total square footage of vacant buildings on land zoned commercial that meet all local and State building, fire and seismic codes, as well as other codes necessary to operate the facility.	
(3) Total number of acres of land in the proposed application area.	
(4) Total number of acres of vacant improved land zoned industrial. "Improved land" used in this subsection means that all infrastructure necessary to operate from the site is available to deliver water, power, sewer, and traffic services.	
(5) Total number of acres of vacant improved land zoned commercial.	
(6) Total number of acres of vacant "unimproved" land zoned industrial.	
(7) Total number of acres of vacant "unimproved" land zoned commercial.	
(8) Total number of industrial businesses in the application area.	
(9) Total number of commercial businesses in this application area.	
(10) 2003 vacancy rate for commercial space _____%	
(11) 2003 vacancy rate for industrial space _____%	

**Table 10**

**Business and Real Estate Financing Plan**

Responsible Agency	Name/Type/Description of Financing	Amount of Financing Available (\$)	Admin Funds \$

**Table 11****Track Record of Business and Real Estate Financing Organizations**

Name of Entity (Resources/Relationship)	Source(s) of Financing	Number of Companies Financed	Amount of Financing by Source	Job Impacts

**Table 12****Local Studies and Analysis of Labor Markets**

Title of Study	Date	Key Findings	Contributions to Targeting Enterprise Zone Marketing

**Table 13****Agencies Providing Job and Employment Services to Proposed Enterprise Zone**

Agency Name/Address/ Director/Telephone	Budget	Enterprise Zone Responsibility Commitments

**Table 14****Annual Placement Track Record for Participating Agencies**

Agency Name	2002 Jobs	2003 Jobs	Total Jobs
	2002 Total	2003 Total	Total Jobs



**Table 15****2003 Enterprise Zone-Eligible Employees Within the Sphere of Influence**


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 (Generally identify the labor market area "sphere of influence" used)

Eligibility Categories	Estimated Number of Persons	Source of Data
WIA Eligible (July 1, 2000, or Later)		
JTPA Eligible		
GAIN Eligible		
Economically Disadvantaged 14+ years of age		
TANF Eligible		
SSI Recipients		
Food Stamps Recipients		
Indian Tribe Members		
Veterans		
Unemployment Insurance Recipients		
CalWORKs		
Dislocated Workers		
Due to termination or Layoff		
Due to Plant Closure/Substantial Layoff		
Long-Term Unemployment		
Previously Self-employed		
Civilian at Closed Military Base		
Involuntarily Separated Military		
Seasonal Migrant Worker		
Displaced due to Clean Air Act		
Eligible Disabled		
Veteran (Viet Nam, Disable, or Recent)		
Ex-Offenders		
Clean Air Act Displaced		

**Table 16**

**Planning and Local Incentives**

Describe Local Enterprise Zone-Specific Incentives and Anticipated Benefits	Responsible Agency	Estimated Cost to Agency	Estimated # Firms Benefited
	Total	Total	Total

Table 17

## Unemployment and Area Income Levels

[illegible]

**Table 18**

**Part III - Bonus Criteria # 1: Poverty Level**

Percentage of Households within Application Area below the Poverty Level for 2000	Methodology of Calculations (please describe)	If 17.5% - 34.99% of the total households within the application area have income levels below the poverty level, the Applicant may claim 25 bonus points.	If 35% or more of the total households within the application area have income levels below the poverty level, the Applicant may claim 50 bonus points.
		_____25 points	_____50 points

**Table 19**

**Part III - Bonus Criteria #2: Local Unemployment Rate Above Statewide Average**

Average Unemployment Rate within the Census Tracts comprising the Jurisdiction(s)'s Application Area for 2004	5% to 10% above the Statewide Unemployment Average	10.1% to 15% above the Statewide Unemployment Average	15.1% or more above the Statewide Unemployment Average
	_____30 points	_____40 points	_____50 points

**Table 20**

**Part III - Bonus Criteria # 3: Unique Distress Criteria**

In the space provided please explain the unique distress criteria that is affecting your Applicant Jurisdictions long-term economic. Development.